

NATIONAL ARCHIVES-FORT WORTH, TEXAS

REQUEST FORM FOR **CRIMINAL** CASES RETURNED BY **MAIL** OR **FAX**

Please read our **INSTRUCTIONS ON THE BACK OF THIS FORM** and then follow the steps below to obtain photocopies of a CIVIL case

**STEP 1 CASE INFORMATION**

For each case obtain the following information from the U.S. District Court where the case was closed. \*\*Your request cannot be service without the correct information in each of these blocks. Please use one form per case. ORDERS WILL **NOT** BE TAKEN BY PHONE.

CITY WHERE COURT IS LOCATED	FRC ACCESSION NO. ** 021-	FRC LOCATION NO.**
CASE FILE NAME(S)**	CASE FILE NO.**	AGENCY BOX NO.**

**STEP 2 REQUEST INFORMATION**

Indicate what you want (please check only one). SEE EXPLANATION OF OPTIONS IN OUR INSTRUCTIONS ON REVERSE SIDE.

- ☐ 1. CRIMINAL "PACKET" I -\$10.00 Not certified\*
- ☐ 2. CRIMINAL "PACKET" II-\$20.00 Certified\*
- ☐ 3. ENTIRE CRIMINAL CASE FILE I-\$35.00 Not certified
- ☐ 4. ENTIRE CRIMINAL CASE FILE II-\$45.00 Certified

\*For "packets" from large cases (more than one agency box), a docket sheet must be included.

**STEP 3 RETURN INFORMATION**

Information needed to process and return your request

NAME \_\_\_\_\_ **FOR COPIES RETURNED BY FAX:**  
ADDRESS \_\_\_\_\_ FAX# (     ) \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
DAYTIME TELEPHONE NUMBER (     ) \_\_\_\_\_

**Federal Express shipments:**

For copies to be sent by Federal Express, check this box (     ) for an additional \$4 charge to be included in \_\_\_\_\_  
the payment **OR** write the recipient's Federal Express account number \_\_\_\_\_

**Payment:**

Make check or money order payable to NATIONAL ARCHIVES TRUST FUND. If you request more than one case please provide a separate check for each request in case one of your requests is unserviceable. Credit Cards include MASTER CHARGE, VISA, DISCOVER, or AMERICAN EXPRESS. Please do not send cash.

NAME \_\_\_\_\_  
ACCOUNT # \_\_\_\_\_ EXP.DATE \_\_\_\_\_

**STEP 4 SUBMIT REQUEST**

Complete this form and mail it to the National Archives, Fort Worth TX with you check, money order or credit card information. Faxed requests **MUST** include a credit card number.

**INSTRUCTION FOR REQUESTING COPIES OF CIVIL CASES  
FROM THE NATIONAL ARCHIVES RETURNED BY MAIL OR FAX**

**IMPORTANT!** Please read these instructions before completing your request form. ***PAYMENT MUST ACCOMPANY REQUEST.*** The National Archive will service requests delivered by the U.S. Postal Service (USPS), common courier, or FAX for copies of CIVIL cases. **ORDERS WILL NOT BE TAKEN BY PHONE.** Orders sent by FAX must be paid by credit card only, VISA MASTERCARD, DISCOVER, or AMERICAN EXPRESS. **WE WILL NOT PROCESS FAXED REQUESTS WITH COPIES OF CHECKS OR MONEY ORDERS.** We do not send confirmation that your FAX was received. Orders sent by USPS or common courier may be paid by check, money order, or credit card. Requests are serviced between **THREE** working days of receipt under normal circumstances. Please allow at least ten working days before calling to check on a request sent by and to be returned by USPS.

**OPTIONS:**

PACKET-The "PACKET" includes two documents: (1)Judgement and Commitment, or Judgement and Probation/Commitment Order, or Judgement and Sentence, and (2)Indictment. **FOR LARGE CRIMINAL CASES (MORE THAN ONE AGENCY CONTAINER), A DOCKET SHEET MUST BE INCLUDED.**

ENTIRE CASE-All pages in the case will be copied.

1. CRIMINAL "PACKET" I = \$10.00 Not certified and returned by mail, FAX or Federal Express.
2. CRIMINAL "PACKET" II = \$20.00 Certified and returned by mail or Federal Express.
3. ENTIRE CRIMINAL CASE FILE I = \$35.00 Uncertified copies returned by mail, FAX, or Federal Express.
4. ENTIRE CRIMINAL CASE FILE II = \$45.00 Certified, and returned by mail or Federal Express.

**SEND REQUESTS TO:**

Mail requests to:  
National Archives  
P.O. Box 6216

501 West Felix St., Bldg. 1, Dock 1  
Fort Worth, TX 76115

FAX requests to: (817)334-5630

\*Faxed requests **MUST** include a credit card number.

**YOUR REQUEST WILL BE RETURNED TO YOU UNSERVICED IF:**

1. The information supplied in Step 1 is incorrect or incomplete.\*\*
2. The name on the case file does not match the name and case number requested.
3. Your credit card was not approved.
4. Your request exceeds 70 pages.
5. Payment was not included.

For more information about our services, call (817)334-5632 for a recorded instructional message.